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NSW Restrictive Practices Authorisation (RPA)

News

RPA Newsletter - December 2021

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Welcome to the December 2021 issue of the NSW RPA Newsletter. In this issue we will be discussing:

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We encourage you to help spread the word and forward the monthly RPA Newsletter on to your colleagues. Help us keep the NSW sector informed about restrictive practice authorisation in NSW.

COVID - 19

The NDIS Quality and Safeguards Commission, NSW Government and Council for Intellectual Disability (CID) links below provide information, resources and advice on the management of COVID19 for service providers.

Resources

- [NDIS Commission Fact Sheet COVID-19 Vaccination and Restrictive Practices](#)
 - [Information for people with disability about COVID-19 vaccines](#)
 - [Guidelines on the rights of people with disability in health and disability care during COVID-19](#)
 - [NSW Health accessible resources on COVID-19](#)
 - [Coronavirus \(COVID-19\): Behaviour support and restrictive practices](#)
 - [Coronavirus Disease 2019 \(COVID-19\) Outbreaks in Residential Care Facilities](#)
 - [NDIS Commission coronavirus \(COVID-19\) information](#)
 - [NSW Government COVID-19 Website](#)
 - [Looking after your health during Coronavirus](#)
 - [Information for Service Providers \(DCJ\)](#)
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Central Restrictive Practices Team End of Year Closure Dates

The Central Restrictive Practices Team will be closed during the Christmas/New Year period from **12pm, Thursday 23 December 2021 to Friday 7 January 2022**. Any correspondence or emails received, or requests for DCJ Independent Specialists, will not be answered during this time. In addition, DCJ will not be able to provide any DCJ Independent Specialists for RPA panels scheduled during this closedown period. During the week of **Monday 10 to Friday 14 January 2022**, the Central Restrictive Practices Team will be working, however, RPA Panels requiring DCJ Independent Specialists cannot be scheduled during this week.

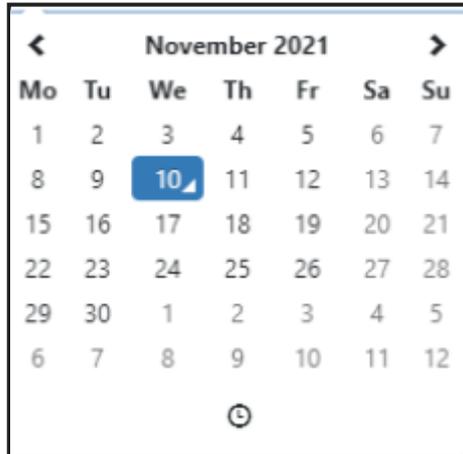
Please note that any requests for a DCJ Independent Specialist for RPA Panels to be held between **17 – 21 January 2022** must have been submitted to the Bookings Team by 5pm, **Friday 10 December 2021**.

These arrangements are in place to ensure effective management of all DCJ Independent Specialist requests during a period where some CRPT staff and DCJ Independent Specialists may be on leave.

Date(s)	Notes
Friday 10 December 2021	All requests for DCJ Independent Specialists for the week of 17-21 January 2021 must be submitted to the CRPT Bookings Team by this date.
12pm, Thursday 23 December 2021 – Friday 7 January 2022	The Central Restrictive Practices Team will be closed. Any correspondence received will not be answered during this time.
Monday 10 January – Friday 14 January	<ul style="list-style-type: none"> • The Central Restrictive Practices Team will be open and will be responding to emails and requests for DCJ Independent Specialists. • No RPA Panels requiring DCJ Independent Specialists are to be held this week.
Monday 17 January – Friday 21 January 2022	RPA Panels requiring DCJ Independent Specialists may be held this week, for those requests which were received by Friday 10 December 2021.
Monday 24 January	Return to usual time frame of 15 days' notice to request a DCJ Independent Specialist.

The Central Restrictive Practices Team would like to wish everyone a restful

and enjoyable festive period. We look forward to working with you in 2022.



New Three Day Deadline for Submissions

The Central Restrictive Practices Team (CRPT) assists NDIS Providers by providing free access to a pool of accredited DCJ Independent Specialists. As announced in the November newsletter, we have released guidelines for Booking a DCJ Independent Specialist to provide guidance to service providers.

Importantly, implementing NDIS Providers should be aware that the Guidelines lay out a **three-day deadline** prior to the panel meeting date for **all** submissions and reviews for a panel to be ready for allocation of the DCJ Independent Specialist. This includes where the provider has arranged the meeting directly with the DCJ Independent Specialist but requires the bookings team to allocate the specialist in the RPA System. This is to ensure the allocation occurs in time and allows time for the DCJ Independent Specialist to accept the allocation and for the submission to then be released prior to the panel meeting. This is a separate deadline from the pre-existing 15 days' notice which is required by which to request a DCJ Independent Specialist for your panel.

Event	Days before panel
Request a DCJ IS for a Panel	At least 15 days' notice
All submissions and reviews ready for allocation	At least 3 days before panel

The CRPT Bookings Team will start to enforce this deadline from the beginning of January, 2022.

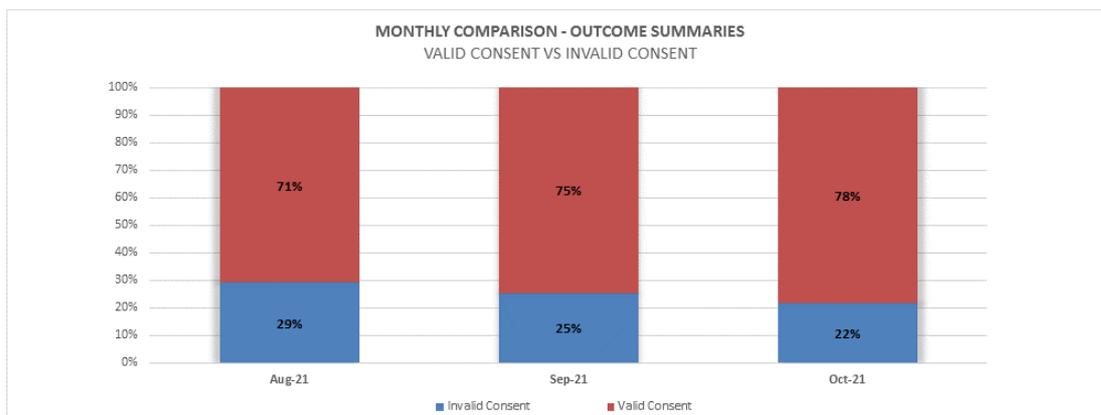
The [guidelines for Booking a DCJ Independent Specialist](#) are now available on our website. The CRPT Bookings Team will also send out a copy when you make a request for a DCJ Independent Specialist to be allocated by us. You can contact the CRPT Bookings Team by emailing rpabookings@dcj.nsw.gov.au.



Let's Talk Quality

The Central Restrictive Practices Team (our team) has now completed the review of all outcome summaries finalised in the NSW RPA System for October 2021. Below is a summary of our findings, and the supports we can provide you.

Consent



Of the 637 outcome summaries completed in October 2021, we considered 22% (i.e. 139 Outcome Summaries) to be invalid because appropriate consent was not provided. As you can see from the graph above, this is a slight improvement compared to the August and September reviews.

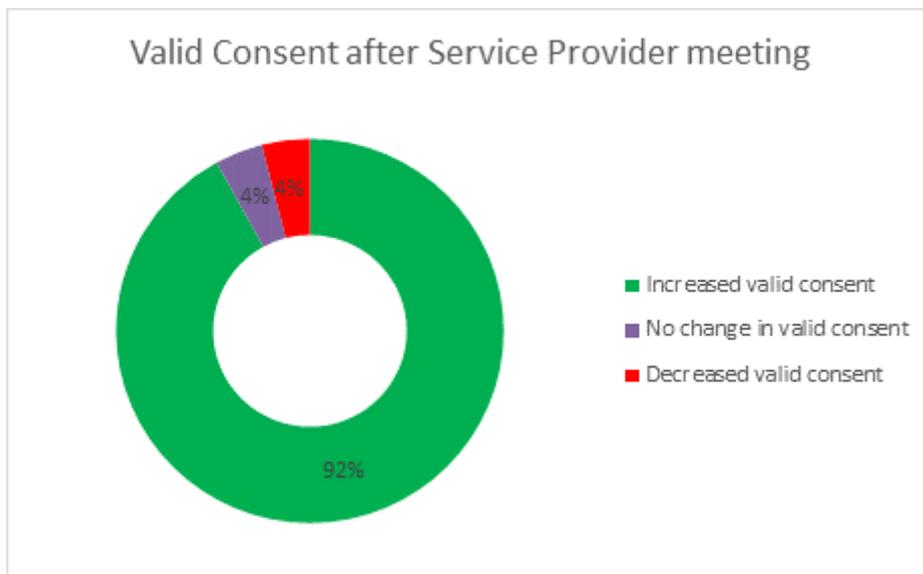
The top five reasons why consent was considered invalid in October 2021 outcome summaries are listed below; the figure in brackets is the percentage of outcome summaries with invalid consent that contained this error:

- Consent was not provided by an authorised person (23%). This includes instances where no evidence was provided that the person providing consent had a guardianship order with a restrictive practices function.
- Evidence of consent for the practice was not attached (18%). It is important to ensure that consent is uploaded to an outcome summary **before** it is completed.

Please ensure that consent is attached to **each** outcome summary attached to a submission.

- Consent expires before the authorisation period (17%). If there is a guardianship order in place that **expires** before the behaviour support plan, authorisation can only be provided to the date the guardianship order expires. Any use of a restrictive practices would be considered unauthorised until a new guardianship order is in place, and consent is provided by the guardian for the NDIS provider to implement the restrictive practices under a new submission in the NSW RPA System.
- Consent was provided for the behaviour support plan BUT NOT for the implementing provider to implement the practice (13%). A signature on a behaviour support plan is not considered consent to implement the restrictive practices contained in the plan.
- Guardianship order attached but specific consent to implement the practice was not noted (9%). A Guardianship Order appoints a guardian as a substitute decision maker for an individual, it does not provide the consent to implement specific restrictive practices.

As you may know, we have been having individual conversations with NDIS Providers on consent requirements. This has resulted in improvements in most providers' ability to meet the consent requirements. As you can see from the graph below, the large majority of service providers we have met with have shown an increase in the number of outcome summaries with valid consent.



In January 2022, our team will be conducting further reviews of consent attached to outcome summaries completed in November and December 2021, and will keep you informed of the results.

Your supports

Our team can provide you with a number of supports to assist you to get consent right; these include:

- Having regular meetings with providers to discuss the results of the review specific to your organisation, and to provide some capacity building around consent

requirements under the NSW RPA Policy; these meetings will continue over the coming months. [Email us to arrange a meeting to discuss consent requirements](#)

- Giving you feedback on your consent requirements specific to a practice; please [email us](#) for more information
- DCJ Independent Specialists can provide you with information on the consent requirements at RPA Panels for the practices that are being authorised.
- Having additional focus on consent requirements in the RPA Webinars that are hosted regularly by our team.



NSW RPA Webinars

DCJ are currently running regular webinars and will be conducting each of our two webinars fortnightly. One webinar focuses on authorisation requirements. The other focuses on the end-to-end process of submitting and approving restrictive practices in the NSW RPA System. The webinars will now alternate between Tuesdays and Thursdays.

Webinar 1 - RPA Requirements in NSW

Tuesday, 18 January 10.30am - 12.30pm

This session is recommended for anyone who is new to RPA in NSW or who would like a better understanding of the requirements for authorising a restrictive practice. Participants will have the opportunity to ask policy-related questions.

Webinar 2 - End-to-end NSW RPA system demonstration

Thursday, 27 January, 10.30am - 12pm

This session is recommended for new users of the RPA System who have not attended previous information sessions. It will focus on how to submit and approve restrictive practices in the NSW RPA System. The webinar will also include an overview of roles and responsibilities according to the function (i.e. Behaviour Support Practitioner) and how key

dashboard components can assist with the monitoring of practices.

For more information, or to register for any of the webinars, please go to our Eventbrite page [here](#).



Helpful Resource: RPA System Video Tutorials

Have you made use of the RPA System Video Tutorials recently? The Video Tutorials are a handy resource that demonstrate the steps involved in various tasks you may carry out in the NSW RPA System. Each video is only a few minutes, and breaks down larger tasks into smaller steps, providing users with a quick and easy way to learn how to undertake a process in the System.

You can access the Video Tutorials [here](#). Simply scroll down the list and click on the video you wish to view.



Test your knowledge!

Question 1: From January 2022, if a service provider wishes the CRPT to allocate a DCJ Independent Specialist to their RPA Panel, how many days prior to the panel must all submissions be complete and ready for allocation (including having been checked by the

Bookings team and any issues rectified)?

Question 2: True or False? If a person has PRN medication for behavioural purposes, but it is only administered when the person asks for it, would this mean it is not restrictive practice?

Question 3: In the NSW RPA System, if a submission is at New status, and a change needs to be made to Sections 4, 5 or 6, how would a user make these sections available for editing again?



RPA News will be published monthly on the Department of Communities and Justice [Restrictive Practices Authorisation web page](#). If you would like to suggest a colleague or service to be included in **Spotlight On**, or if you have any questions about restrictive practices authorisation or this newsletter, please email: RestrictivePracticesAuthorisation@fac.s.nsw.gov.au



Test Your Knowledge Answers:

Q1: Three days prior to the panel meeting.

Q2: False. Whether the person asks for PRN medication or not does not impact on whether or not it is regarded as restrictive practice. It is the purpose of the medication (ie. whether it is prescribed for behavioural purposes) that dictates whether or not it would be regarded as restrictive practice.

Q3: The user would need to click on 'Unsubmit' at the bottom of the screen in order to move the submission back into Draft status. This will open up Sections 1-6 again and will hide Sections 7 - 10. Once the changes have been made, the user will need to click on 'Submit' again which will lock Sections 1 - 6, open up Sections 7 - 10 and move the status back to New.

Our mailing address is:

RestrictivePracticesAuthorisation@facs.nsw.gov.au

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